

MOVING EXPENSE REGULATIONS AND GUIDE with the A33 RELOCATION AUTHORIZATION FORM

Revision date June 1, 2004

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Washington State Department of General Administration, Office of State Procurement (OSP)

For questions contact:

1. Jeff Peterson, (360) 902-7427 E-mail: JPeters@ga.wa.gov regarding basic move information guidelines, state moving contracts, reimbursement of funds from carrier, automated copies of contracts and moving expense regulation and guide, and audit training.
2. Pati Sandstrom, (360) 902-7443 E-mail: Psandst@ga.wa.gov regarding move assignments through OSP, and carrier invoice status.
3. Deborah Chakos, Traffic Manager (360) 902-7442 E-mail: Dchakos@ga.wa.gov regarding policy issues or enhancements you would like to see addressed in the Moving Expense Regulations and Guide.

Revisions in this “Moving Expense Regulation and Guide” include:

1. Part 1
 - Item 1, c Distance test (clarified)
 - Item 1, d Period of time the move incurs (clarified).
 - Item 2, f Client moves (new).
 - Item 3, b State assigned move (clarified).
 - Item 5, d OSP state contract (new).
 - Item 8, Insurance Coverage (new).
 - Item 9, b State assigned moves through contract (new).
2. Part 2
 - Item 2, f, Insurance (new)
 - Item 2, h, Early termination clarified
 - Item 3, Excluded moving costs clarified
3. Revised / updated A33 form.

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PART 1 - SPECIFIC TO THE HIRING AGENCY

1. Will You Offer Moving Expenses to the Employee?

OFM 60.10.10 and OFM 60.10.20 state an agency may pay the moving costs of qualified or transferred employees based on set criteria. An agency is not mandated to provide moving costs to an employee. Issues of consideration are:

- a. Does the employee qualify for moving expenses (OFM 60.10.20 & 60.10.30)?
- b. Is funding available? The average cost of Interstate moves in 2003 was \$7,400.00 the average weight was 9,500 pounds. The average cost of Intrastate moves in 2003 was \$3,900.00 average weight on moves beyond 34 miles was 10,400 pounds. The average cost of International moves in 2003 was \$6,200.00 An agency may impose a set dollar allotment providing the set dollar allotment doesn't exceed the maximum allowable moving costs as implemented by OFM.
- c. What is the distance from origin to destination? Typically it is not necessary to relocate an employee who resides within 60 miles of the employees designated work station. Relocations less than 34 miles are subject to higher costs as they are provided on an hourly basis verses a mileage weight rate. IRS state that the distance should be 50 miles from previous home to new official work station (example: if the old main job location was 3 miles from the former home, the new main job location must be at least 53 mile from that former home).
- d. What is the time period of the move? An employee will typically move within one-year of their hiring date. There is flexibility by the hiring agency, but be aware of crossing biennium lines that may result in additional paperwork being completed to process payments. An agency may not pay moving expenses incurred by the employee prior to the employee being hired by the agency.

2. How to Determine if the Employee is Qualified for Moving Costs.

Criteria for determination are outlined in the following areas:

- a. OFM 60.10.20 Qualified transferred employees.
- b. OFM 60.10.30 Qualified new employees.
- c. WAC 356-05-165.
- d. WAC 356-05-315.
- e. RCW 41.06
- f. CLIENT moves. An agency, within their regulations (RCWs), may pay relocation expenses of persons moving due to unique situations. Examples may be, but are not limited to, relocation of person due to highway project, relocation of person due to original hiring contract, or relocation of person being re-trained due to injury. These types of situation are not necessarily subject to the standard moving policies and procedures.

3. Who Determines if the Move Will Be a State Assigned Move Or a Self-Move?

OFM 60.10.50 This is the employee's decision and responsibility. The employee is responsible for reading the "Moving Expense Regulation and Guide" along with completing and submitting the A33 Relocation Authorization form to their hiring agency.

- a. Self-move. If the employee elects to perform a "Self-move" they will submit the A33 form to their hiring agency along with documentation and proof of payment. The hiring agency will

determine the allotted reimbursement rate and submit the reimbursement direct to the employee (provided the total cost is less than \$8,000).

- b. State assigned move. If the employee elects a “State Assigned Move” they will submit the A33 form to the hiring agency. The hiring agency will determine if the move will be assigned through a “state contract” or through Office of State Procurement (OSP).
 - State contract. Hiring agency maintains A33 form on site, and assigns the move directly to a carrier represented on the contract. The carrier submits the estimate and invoicing documents directly from the contractor. The hiring agency submits full payment directly to the contractor for services rendered. If there are charges for the move that exceed maximum allotments, the hiring agency contacts the employee to obtain reimbursement from the employee to the hiring agency within 30-days of notification. The hired employee does NOT contact the carrier represented on the contract directly to assign a move.
 - OSP assigned move. If employee has selected a state assigned move and there is no state contract for hiring agency use, the agency will notify OSP. The hiring agency maintains the A33 on file and does not submit it to OSP. The hiring agency submits a move request to OSP via an automated move request, FAX or regular mailing channels. Moves through OSP are typically assigned within one - two hours of receipt of request. If the employee elects to do a self-move after a move request has been submitted to OSP, a cancellation fee will apply. The hiring agency will determine if they will charge the cancellation fee to the employee.

4. **What’s the Difference Between a State Assigned Move and a Self-Move?**

There are benefits to both types of moves. Consideration is funding, time, convenience, trust, and responsibility of control. Minimal funding and extra time may result in selection of a self-move. An employee comfortable with the state assigning the move, and processing payment directly to the carrier may select a state assigned move.

- a. A state assigned move is performed under negotiated contracts to specific carrier that provide reduced charges on non-peak season rates regardless of the time of year and receive expeditious transport time as a “national account” verses a COD shipment.
- b. A self-move is defined as a move where the employee elects to directly hire a common/commercial carrier providing payment for services rendered and then seek reimbursement from the hiring agency for those moving expenses. OR the employee may rent a vehicle (example: Ryder, Budget, friends vehicle), perform the move and seek reimbursement (excluding per diem, lodging & meals) direct from the hiring agency.

5. **How to Submit a Move Request to OSP & What to do With a Self-Move Request.**

- a. Automated move notification. OFM 60.10.40 and OFM 60.10.60 submitting a move request to OSP should be processed through the “Automated Move Notification” for the best results. This is done only by the hiring agency not by the employee who is relocating. To access the Automated Move Notification” via net go to: www.ga.wa.gov/pca/moving.htm. This is the most reliable and fastest way to notify OSP that you have a move that needs assigning. You do NOT fill out or submit an A15A, Purchase Requisition to OSP. Do NOT submit a copy of the A33, Relocation Authorization Form to OSP. There is no cost to the agency to submit a move through the “Automated Move Notification.” You will find this procedure cost and time efficient. Unless your agency has been assigned a “Specific Authority” all moves with the exception of self-moves, or moves assigned by the hiring agency through a mandated state contract, must be assigned through OSP.
- b. Faxed / mailed move notification. If you do not have Net access (are not using a mandatory state contract) then you MUST fill out and submit to OSP an A15A, Purchase Requisition Form and

you must sign and submit to OSP a copy of the A33, Relocation Authorization Form (please block out the social security number on the copy of the A33 form that you submit to OSP). This can be submitted through regular mail, campus mail or via FAX at (360) 586-2426. However, OSP is not responsible for any delay of move assignment on requests submitted through these means.

- c. Self-move request. OFM 60.10.50 Self-move request. It is the hiring agency's responsibility to ensure the A33; Relocation Authorization Form is signed by both the employee and the authorizing department designee. You keep the signed A33 form; it is NOT submitted to OSP. Once the employee completes their move, the employee will submit to the hiring agency their receipts and proof of payment for reimbursement. The hiring agency should maintain on site a copy of these receipts and the amount reimbursed with the A33 form for a period of not less than one-year.
- d. OSP state contract. OSP may have mandatory state contracts in place for move assignments. If so, an agency (not the employee moving) may utilize the state contract directly by notifying the state contractor to set up the move request. Upon completion of the move, the contractor will invoice the hiring agency directly. The hiring agency will process payment to the carrier directly. No documentation is submitted by the hiring agency to OSP on moves assigned through the state contract, other than the "Contractor Performance Report."

6. When Should I Submit The Move Request To OSP?

If not a self-move or using a mandatory state contract, submit your move request to OSP upon receipt of the A33 Relocation Authorization Form from the employee, after the authorized signatures have been obtained. Although OSP assigns the move to a carrier within 1-2 hours of receipt of request, the carrier needs sufficient time to schedule the moving services. During non-peak season (October through March) OSP asks that we have the move request a minimum of 5-calendar days prior to the "requested move date." During peak season (April through September) OSP asks that we have the move request a minimum of 9-calendar days prior to the "requested move date." On moves less than 9,000 pounds a carrier may pack one day and load on the second day. Larger moves may take two-days to pack and two-days to load prior to transportation of goods. The opportunity to obtain the employee's requested move date is greater the earlier we receive move notification.

7. What Can You Offer Your Employee For Moving Expenses?

OFM 60.10.50, OFM 60.20.10, OFM 60.20.20, and the "Moving Expense Regulation and Guide." After you determine what your funding will allow, you have a variety of options available as long as they do not exceed any of the "Maximum" allotments.

- a. Maximum allotments apply to intrastate, interstate and international household goods moves are it state assigned or self-move. An agency may authorize "maximum" allotments. The hiring agency will pay the carrier in full (except for self-move) and collect from the employee any charges in excess of the maximum allotments and any charges due to moving-related costs not allowed as state expenditures. Maximum allotments include up to:
 - 15,000 pounds.
 - 60-days storage-in-transit (SIT).
 - Cartage from SIT from a commercial carrier's warehouse within 180 days/6-months from the day the goods went into SIT.
 - One extra pickup or delivery within a 35 mile radius of the origin or destination site.
 - Reasonable packing & unpacking charges for up to 15,000 pounds.
 - Up to \$75,000 insurance coverage on the household goods in transit.
- b. OFM 60.20.10 relocation allowance
You may offer a relocation allowance for a temporary period while the employee is moving and looking for a new home. This is in addition to or in lieu of expenses related to relocation of

household goods for the employee. The allowance cannot exceed the Maximum Per Diem Rate for one person. This may be provided along with or in lieu of cost associated with moving of household goods. The relocation allowance is regarded as taxable income to the employee.

c. OFM 60.20.10 and WAC 356-14-300 relocation compensation / lump sum

An agency director may authorize a lump sum relocation compensation payment to an employee under certain circumstances.

d. Imposed lesser allotments. This may include lesser allotments on weight, packing or unpacking services, distance or with a set dollar allotment.

i. Set dollar allotment. An agency may set a specific dollar allotment such as \$5,000. On a state assigned move the hiring agency will process payment to the carrier in full and collect from the employee any charges in excess of the set dollar allotment and any charges due to moving-related costs not allowed as state expenditures. A set dollar allotment cannot override a maximum allotment pertaining to weight or services rendered.

ii. Set weight allotment. A hiring agency may set a weight limit less than the maximum allowable such as 10,000 pounds. The hiring agency would pay the carrier directly for all costs and obtain reimbursement directly from the employee for any moving related costs incurred that exceed the agency limited weight allotment or for any charges due to moving-related costs not allowed as state expenditures.

iii. Limited packing / unpacking. An agency may impose a specific dollar amount to the packing or unpacking move-related costs or limit the packing specifically to mattress and crates. An agency may exclude all packing services – requiring the employee to do a complete “pack by owner” (PBO) move. However, please note that the state’s insurance coverage will not apply on PBO containers. Also take note that if you intend to limit unpacking it is easier on the employee if you authorize a minimum unpacking of mattresses (so the carrier can remove that large bulky material before they leave the destination site) and any crating that is performed by the carrier must be uncrated by the carrier for complete insurance coverage.

e. Reimbursement of authorized allotments for self-moves. Item 7 a through d applies to self-moves as well. With the exception that in lieu of paying a company directly, you are reimbursing the employee directly based on proof of payment and the receipts submitted.

8. **What Insurance Coverage is Available for Household Goods In Transit?**

State assigned moves. Insurance coverage, at this time, is obtained through the carrier direct. OSP assigns insurance through the carrier on Interstate moves up to \$75,000 valuation maximum based on an industry factor of \$5.00 per pound per article.

Carrier Direct Interstate only	Amount up to	Valuation (replacement value)	Cost to agency
Household Goods	\$75,000	\$5.00 per pound per article	NONE
Carrier Direct Intrastate only	Amount up to	Valuation (replacement value)	Cost to agency
	Option 1	Basic value protection. Provides coverage at \$.60 per pound, per article, in case of loss or damage up to a maximum carrier liability of \$.60 times the weight of the shipment	NONE
	Option 2	Depreciated value protection. Provides full value coverage, less depreciation, up to a maximum carrier liability of \$2.00 times the weight of the total shipment.	\$0.89 per \$100 of weight value (\$2.00 times the weight of the shipment).

		In case of loss or damage the carrier will either repair to the customer's satisfaction or reimburse the customer for replacement value less depreciation for the lost or damaged article.	Value stated in \$100.00 increments.
	Option 3	Replacement cost coverage with deductible	Not available under contract terms.
	Option 4	Replacement cost coverage, with no deductible. Provides full value replacement coverage for the customer and a maximum carrier liability up to the declared value or \$3.50 times the weight of the shipment, whichever is greater. In case of loss or damage the carrier will either repair or replace to the customer's satisfaction.	\$1.07 per \$100 of weight value (\$3.50 time the weight of the shipment). Value stated in \$100.00 increments.
Employee Provided All types of moves.		An employee, at their discretion, may utilize their personal household goods insurance policy coverage as applicable	No cost to state. Coverage not provided by carrier
Carrier Direct International only	Type: Air transport	Replacement cost with depreciation value. Amount as listed on A33 form	Pass through cost. Under negotiation
	Type: Surface	Replacement cost with depreciation value. Amount as listed on A33 form	Pass through cost. Under negotiation

9. Once the Move Has Been Assigned What Happens?

Once OSP has assigned the move or an agency has selected a carrier from a state contract, the following steps apply:

a. OSP assigned move.

- i. The state selected carrier determines if they will handle themselves (based on distance and scheduling) or assign to an origin agent. Most inbound interstate moves and international moves are assigned to an origin agent. However, the state assigned carrier is responsible for the actions of their designated origin agent.
- ii. The state-selected carrier makes contact (by phone or email) with the employee within 24 hours of the move assignment. The carrier will advise the employee if they or their origin agent will be calling the employee to schedule an origin site visit. The site visit is required to obtain an estimate of weight that impacts estimated moving charges.
- iii. The state-selected carrier provides OSP (or the hiring agency) an estimate of weight and cost within 48-hours after the site visit has been completed.
- iv. OSP notifies the hiring agency via email of the estimated weight & cost within 1-business day of receipt of information.
- v. The hiring agency should notify their employee of the weight & cost estimate and of possible charge-backs as soon as they can (the information may result in the employee canceling the move).

- vi. Approximately 30-days after the goods have been picked up at origin and a partial or total delivery at destination has been made, OSP receives the invoicing documents from the carrier.
 - vii. Within one-business day, OSP forwards the invoicing documents directly to the hiring agency. Unless required documentation is missing, and then OSP notifies the carrier; waits for the necessary documents prior to forwarding them to the hiring agency.
 - viii. Once the hiring agency receives the invoicing with the purchase order they submit payment directly to the assigned carrier represented on the front of the purchase order. The hiring agency will determine what audit process will be performed.
- b. State assigned move through contract. The hiring agency will utilize an OSP assigned state contract. The following steps apply:
- i. The hiring agency has a completed with authorized signatures A33 Relocation Authorization Form on file. Keep file on site for a minimum of one-year to determine conformance of RCW 43.03.120
 - ii. The hiring agency selects a carrier from the contract and schedules a move.
 - iii. Within 24-hours of notification to the contractor, the contractor will make 1st contact with the employee to schedule a site visit.
 - iv. Within 48-hours after completion of the site visit, the contractor submits to the hiring agency by fax or email a weight & cost estimate.
 - v. The hiring agency reviews and notifies the employee of the estimate and any possible employee chargeback's.
 - vi. Within 30-days after completion of the move (goods delivered to destination site or into SIT) the contractor submits invoice documents to the hiring agency.
 - vii. The hiring agency determines that all appropriate documents have been submitted (if not they will notify contractor for the necessary documents) and within 30-days of receipt of invoice documents process payment directly to the contractor.
 - viii. The hiring agency, as deemed necessary, notifies the employee of responsibility to reimburse the hiring agency within 30-days for any unauthorized expenses.
 - ix. If there is a dispute that cannot be settled between the hiring agency and the contractor, the hiring agency will notify OSP.
- c. Self-move. The employee selects the process for completing their move. Then:
- i. The employee submits the A33, Relocation and Authorization Form to the hiring agency that is responsible for maintaining that form on site.
 - ii. The employee determines if the move expense will exceed \$8,000 and if so obtains 3 bids.
 - iii. The employee submits their moving expense receipts and proof of payment to the hiring agency.
 - iv. The hiring agency reviews the A33 and the hiring agreement for any imposed allotments less than the maximum allotments, proof of payment documents and reimburses the employee directly for authorized expenses.

- v. If a self-move reimbursement requests exceeds \$8,000 the hiring agency submits all receipts, a copy of the A33 Relocation and Authorization Form (with social security numbers blocked out) and a copy of the hiring agreement (maximum or minimum allotments – typically a 1 page letter) to OSP for audit prior to reimbursing the employee.

10. Audit Options

OFM 60.10.60 Effective January 1, 2003, OSP will not audit move invoices unless they are requested to do so by the hiring agency. OSP performs audits at the OSP hourly rate, one-hour minimum. Audit options available to a hiring agency are:

- a. OSP audit at one-hour minimum at the OSP hourly minimum rate.
- b. Audit services contract. State contract number 30400. A convenience contract with multiple contractors at various hourly rates. See net site www.ga.wa.gov/purchase
- c. Hiring agency audit. You can schedule a 1-hour training session through OSP at no cost to your agency. OSP will advise you of the required tools for auditing, what is required from the carrier on commercial moves, what is required from the employee on self-moves and what to look for.

11. What if the Employee Contests the Carrier Charges or the Employee Charge-Back?

- a. Contesting carrier charges the documents provided with the invoice substantiate the charges for the actual weight transported and actual services rendered. An audit determines if correct rates were applied. If incorrect rates were applied the carrier re-invoices prior to obtaining payment. The carrier must be paid for actual weight transported and the actual services rendered.
- b. Contesting agency imposed lesser limits. The hiring agency, at their discretion, may waive any or all portions of the employee charge-back due to a set allotment that is less than the maximum allowable.
- c. Contesting OFM policy. The director of the hiring agency may, at their discretion, submit a written request seeking an exception to the specific policy listing a reason for the request. Send the written request to the director of OFM PRIOR to the moving services being provided. OFM will respond to the hiring agency with the results of their review and consideration.
- d. Contesting RCW statute. Change of RCW requires state legislation.
- e. Contesting estimated costs verses actual costs. The state must pay for actual weight shipped and actual services rendered. That is why we do not recognize “binding estimates.” In reviewing this type of challenge you have to go directly to what information the audit presented. The only comparison of cost is the audit ensuring the correct rates were applied.

PART 2 – SPECIFIC TO THE EMPLOYEE (shipper)

1. Introduction.

OFM 60.10.50 Please Read This Pamphlet Carefully. **Failure to do so may result in charges to you that are not covered or reimbursable.** If you have any questions or receive information that contradicts the instructions in this pamphlet, contact the administrative officer of your hiring agency or call Office of State Procurement (OSP), numbers are on the cover page. This guide is to assist you in planning, completing, and saving out-of-pocket expenses on your forthcoming household move. Your move is important and we want to ensure your move is accomplished with a minimum of personal and financial inconvenience. This guide is not intended to modify, change or supersede provisions of the RCW or the OFM Regulations, Policies and Procedures or severely impact relocation industry standards.

OFM 60.10, OFM 60.20, RCW 43.03 Agencies may authorize moving expenses of a qualified new/transferred employee from one official residence to another. The distance between origin and destination residence should be **34 miles or more**. The Household Goods Carriers Bureau Committee, Official Transportation Mileage Guide No. 17 which is Rand McNally formatted for interstate mileage and Rand McNally is accepted by the Washington State Transportation and Utilities Commission to determine intrastate mileage. Together these provide the designated “Constructive Highway Mileage.” There are statutory limitations composed of RCW, Policies of the Office of Financial Management, Tariffs and Insurance contracts that impact monetary allotments from Washington State Government funds. These limitations may differ from your previous experience with other state moves; military moves or moves where funding was provided by private industry. Your hiring agency may authorize the maximum allowable moving costs or they may set a **lesser limit** based on funding available. To avoid incurring charges which the state cannot pay and for which you personally will be liable, we strongly request that you **please read this guide carefully** and if you have questions contact your hiring agency or Office of State Procurement. Part 1 of this guide is to assist your hiring agency. Part 2 of this guide specifically assists you. You are required to read Part 2 and to complete the A33; Relocation Authorization form. You submit the A33 form directly to your hiring agency prior to any move assignment.

2. Maximum Allowable Moving Costs.

OFM 60.10.10, OFM 60.20.10, Tariff 415, and Tariff 15A. A hiring agency may (is not mandated to) provide household goods (HHG) moving expenses for qualified transferred or new employees. An agency may impose at their discretion lesser limits than the maximum allowable. If you hear “don’t worry about it – we’ll pay the moving costs” it does not exclude the maximum allowances outlined in this guide or lesser limits as set by the hiring agency. The maximum allowable apply to state assigned moves as well as self-moves. These are the maximum allowable costs at state expense, to move household goods, personal effects, and property used in dwelling and normal equipment and supplies used to maintain the dwelling from the old residence to the new station, they include:

- a. 15,000 pounds maximum weight. This includes the weight of the household goods (HHG) and the packing material used to protect the goods in transit. The weight is determined from certified weigh scale tickets that reflect the actual weight transported including the weight of the packing materials used to protect your HHG. You are responsible for what items you have the carrier transport for your household move.
- b. Reasonable packing/unpacking costs of 15,000 lbs. HHG. Carriers “crate” marble, slate, glass top, or large fragile items that do not fit in standard moving cartons. The state will not typically pay crating costs on items the carrier determines will ship safely in standard packing material (example: a painting that will fit in a mirror container will not be crated at state expense). You may request an item be crated that is not regarded reasonable by the state, and it will be at your expense. If there are imposed dollar allotments, you may want to reduce costs by self-packing

books, linens, clothing, and garage items (non-breakable items). If you purchase totes for packing material it will be at your expense as they become your personal property.

Packing services. Packing services may be provided through the state selected carrier or you may pack your own goods. If you elect to do some packing of your goods (referred to as PBO) be aware that PBO cartons are not covered under the states insurance. **DO NOT** have the carrier pack your goods in containers provided by you, as this is not cost effective (an exception would be original container your electronics came in). If you pack poorly, the movers will repack assessing labor fees. You will be monetarily responsible for repacking fees of PBO containers. The states insurance does not provide coverage on PBO containers. If you disagree with anything on the inventory sheet, note your exception on the inventory sheet and initial by your written remarks as the inventory sheets are legal documents and are binding in a challenge of charges or on the filing of a loss/damage claim. The carrier may grumble, but they will wait for you to ensure that if 50 boxes were packed & loaded you have 50 boxes delivered that are not damaged the same goes for the pieces of furniture.

Unpacking services. The carrier will provide unpacking of mattresses and uncrating services. The hiring agency may authorize complete unpacking services. Unpacking services must be performed at time of delivery or the next day depending on the size of the load. Unpacking does not include placing the goods in a specified location within the residence it does apply to unpacking the goods and removing the packing material from your residence. You will be responsible for any fees incurred as a result of requesting the carrier for unpacking services that the hiring agency has not pre-authorized or having the carrier place items in specific locations of the new residence.

- c. Split pickup or split delivery at origin or destination within a 35-mile radius of the origin or destination location. An employee may have one or the other but not both at state expense. The added weight at the extra pickup is included in the maximum weight of 15,000 lbs. A pick-up or delivery beyond 35 miles is not a split pick-up/delivery but is a secondary shipment. The employee is responsible for negotiating and payment on a COD basis for any secondary shipment.
- d. Storage-In-Transit (SIT) 60 calendar days / 2-calendar month period maximum for up to 15,000 lbs. HHG. Interstate and International moves accrue 60 calendar days starting with the 1st day the goods are placed into SIT. A calendar month is 30-day or fraction thereof. Intrastate moves accrue a 2-calendar month period with the 1st month the goods are placed into SIT (example: January, February, are 2 calendar months. If goods are placed in SIT on January 15th the 15th – 31st of January count as 1-month period). SIT ceases after 180 days on Interstate and International moves and after the sixth calendar month on Intrastate moves and automatically convert to “Permanent Storage.”

Mini-rental unit, you may have your HHG delivered to a mini-storage rental site and request reimbursement for 60 days rental fee. However, the state will not provide insurance or delivery costs from a mini-storage rental unit. The state will not reimburse costs associated with private residence storage.

Location of SIT. Intrastate SIT via common carrier is placed in carrier’s warehouse at origin, Interstate and International SIT via common carrier is placed in a carrier warehouse at destination.

- e. Delivery from SIT must be made on or before 180 calendar days on Interstate & International moves and on or before the final day in a 6-calendar month of Intrastate moves. SIT automatically converts to PERMANENT storage on the 181st day/1st day of the 7th calendar month. The state does not pay any costs associated with permanent storage. You are responsible

for keeping track of the time goods are in SIT. HHG goods delivered to a “Mini-storage unit” or “private residence” is regarded as PERMANENT Storage; delivery from such is at the sole expense of the employee.

- f. Insurance up to \$75,000 the hiring agency may, at their discretion, include insurance costs within an imposed dollar allotment. It is your responsibility to list the value of your goods. A state employee or hiring agency cannot make this determination. You may use your homeowner’s policy, if applicable.
- International shipment insurance valuation coverage is based on the amount you list on the A33 form.
 - Interstate shipment insurance valuation coverage is based on an amount of \$5.00 per pound per weight of the shipment. In the case of loss or damage the carrier will repair to the customer’s satisfaction, reimburse, or replace the lost or damaged article. This is full value coverage, up to a maximum carrier liability of \$5.00 times the weight of the total shipment.
 - Intrastate shipment insurance valuation coverage provides 3 options. 1) Basic value protection which is coverage at \$0.60 per pound, per article, in case of loss or damage up to a maximum carrier liability of \$0.60 times the weight of the shipment. 2) Depreciated value protection which is full value coverage, less depreciation, up to a maximum carrier liability of \$2.00 times the weight of the total shipment. 3) Replacement cost coverage, which is full value replacement coverage up to a maximum carrier liability of \$3.50 times the weight of the total shipment.
- g. Damage/loss claim. You have 90 calendar days from receipt of HHG to submit a damage/loss claim on a move insured through the state. Consideration may be refused if not reported within 90 calendar days. The countdown begins on the day the shipment or partial shipment was received. If part of your goods are still in SIT but you see damage to any of the portion that was delivered to you, submit your claim.
- h. Early termination. Per RCW43.03.120, if you terminate or cause termination of your employment with the state within one (1)-year of the date of employment, your hiring agency is entitled to be reimbursed directly by you or through payroll withholdings, all moving costs paid by the hiring agency.
- i. Relocation Allowance. (OFM 60.20.10e) The hiring agency may authorize a relocation allowance for a temporary period while the new or transferred employee is moving and looking for a new home. The allowance cannot exceed the maximum per diem rate for one person at the rates set by OFM. A relocation allowance is regarded as taxable income.
- j. Relocation Compensation. (OFM 60.20.10f, WAC 356-14-300) An agency director may authorize a lump sum relocation compensation payment. A lump sum is regarded as taxable income.
3. **Excluded Moving Costs.**
- OFM 60. OFM lists throughout their chapter 60 items that are excluded for payment from state funds. OFM 60.20 i, j and k list additional items that are specifically excluded from state funded moving costs. The following items are specifically excluded from allowable moving costs and may not be moved at state expense:
- a. Reimbursement or payment for shipment of household goods prior to being hired for a permanent position with the State of Washington

- b. Shipment of HHG in excess of 15,000 pounds. Shipments exceeding 15,000 pounds are pro-rated with a chargeback presented to the employee who is responsible of reimbursing within 30-days.
- c. Storage-in-transit (SIT) in excess of 60 days.
- d. Cartage for HHG goods delivered after 180-day/6-month.
- e. Permanent storage. Storage of goods beyond 180 day/6 month. The employee is solely responsible for all costs associated with permanent storage.
- f. Additional extra pickup/delivery, more than one at origin or destination.
- g. A secondary shipment. This is a stop beyond 35-mile radius of origin or destination.
- h. Damage/loss claim filed after 90 calendar days from receipt or partial receipt of household goods.
- i. Shipment of airplanes, animals, ammunition, automobiles, boats, building materials, canoes, excessive hobby material, explosives, farming equipment, fuel, items of high intrinsic value; mobile homes, motorcycles, negotiable, perishable foodstuff.
- j. Penalties imposed by a carrier, rental agency, or mover as a result of negligence by the employee.
- k. Maid service or other third party convenience or services of a similar nature (example: cleaning services, crating of items that will fit in standard packing containers, disassembly of playground equipment or dog kennels).

4. **How Do I Know What I Will Be Allowed?**

The hiring agency will advise you if they are authorizing the maximum allowable moving expenses or setting a lesser limit. Please note if a monetary limit is imposed and actual costs are less than the listed amount, the cost difference is not past on to you directly.

- a. New employee OFM 60.10.30, RCW 41.06, WAC 356-05-165 and WAC 356-05-315. An agency may pay the moving expenses of a qualified employee hired in a permanent position who must move to accept state employment. In addition, the new employee may be paid a mileage allowance (not to exceed the current rate per mile set by OFM) for a maximum of two personal vehicles from one official residence to another. The mileage allowance is based on a one-way, one-time trip. Per Diem expenses are not authorized for a new employee's family.
- b. Transferred employee OFM 60.10.20. An agency may pay the moving expenses of a qualified transferred employee. If the transfer is at the agency's request and the employee meets the qualifications.

5. **State Assigned or Self-Move.**

Knowing what the maximum allowable are and items of exclusion, you need to decide what type of move you prefer. You have two options. Option A is a State Assigned Move. Option B is a Self-move. This is your choice and you are responsible for selecting which option will best meet your needs.

- a. Option A, State Assigned Move. Office of State Procurement (OSP) or your hiring agency (if using state contract) assigns the relocation to a contracted carrier. Discount rates have been negotiated and certain carriers are represented on contract. A move cannot be assigned and contact to a carrier is not made until appropriate documentation is received and authorized.
 - i. OSP notifying carrier of move. OSP typically notifies the OSP assigned carrier within one – two hours after receipt of the “move notification request” from the hiring agency.

- ii. Carrier contacting employee. The state assigned carrier typically contacts the employee by phone or email the same day or the following workday morning. The carrier will let you know if they will be doing the “site visit” themselves or sending an origin agent.
 - iii. Scheduling a site visit. If the carrier assigns an origin agent, the origin agent will notify you by phone or email to schedule a site visit. It is essential that you (or a trusted representative selected by you) show the carrier all of the items to be moved.
 - iv. Carrier provided estimate. 48-hours after actual site visit, an estimate of weight and cost is provided to OSP. This is a nonbinding estimate. You may ask the carrier to provide you a copy as well. Understand, the state does not pay on estimates; we process payment on the actual weight transported and the actual services rendered.
 - v. Hiring agency notification of estimate. Typically same day or the following workday, OSP notifies the hiring agency via email of the estimate of charges and possible charge-back costs.
 - vi. Employee notification of estimate. The hiring agency then notifies you of the estimated weight, cost, and possible charge-back.
 - vii. Scheduling pack/load dates. The carrier schedules a pack & load date and provides you a “window of delivery.” This is the estimated arrival period when the moving van will arrive at your new residence providing goods do not go into SIT or that you do not request a longer “Window.” Delivery of goods will be within 9-days from load date to destination site. If the 9th day is on a weekend, the driver at his discretion may deliver goods without charging the state weekend rates or deliver on the next business day.
 - viii. Receipt of carrier invoice. Upon completion of the move, OSP receives the invoice documents for review and if all the appropriate documents are submitted, OSP forwards the invoice (within 3 business days of receipt) to the hiring agency to process payment.
 - ix. Carrier payment. The hiring agency must provide payment to the carrier for the actual weight shipped and services rendered. The hiring agency notifies you, if applicable of any charge-back. You are required to reimburse the hiring agency within 30-days of notification.
- b. Option B, Self-move. There are various types of a self-move. The basic common factor in a self-move is you are responsible for the move service and rates you negotiated. You pay the costs directly. If the costs are likely to exceed \$8,000 (determined by your estimate) you are required to submit three (3) bids with your receipts and proof of payment. These documents are submitted to the hiring agency for reimbursement to you. The hiring agency does not submit payment to the carrier. You will be reimbursed, within set allotments the actual costs, or the amount the state would have paid had the move been assigned by the state or (in the case where the move exceeds \$8,000) the lowest bid, whichever is less.
- i. Rented trucks. You may utilize rental equipment (example: Budget, Ryder). The rental equipment is used to make a one-time/one way trip from origin to destination. It may take two rental vehicles to load your belongings and as long as the two trucks are used at the same time for a one-way one trip this is allowable. Although rental equipment is not required to stop at “weigh stations” the state determines the weight based on the size of the truck. Numerous back and forth trips are not authorized. Hired drivers are not authorized at state expense. Hired packing and loading is authorized (submit a receipt signed from hired person that lists time spent, work performed, amount paid, and a phone number where they may be reached).

Excluded items. The state will not reimburse for a rental trailer towed behind a rental truck for the purpose of transporting a vehicle, or for the cost of a towing device to tow a vehicle behind a rental trailer for a vehicle transported by a commercial carrier.

Reimbursed items. The employee may be reimbursed (within set allotments) when using rental equipment for:

- Renting vehicle(s) to transport up to a maximum of 15,000 pounds of HHG.
 - Fuel costs for rental vehicles (fuel receipts preferred).
 - Constructive highway mileage for up to two personal owned vehicles in lieu of fuel receipts (fuel receipts are preferred).
 - Packing material (boxes, paper, bubble wrap, strapping tape etc.).
 - Equipment rental (furniture dolly, furniture pads). Purchased equipment becomes personal property and is not reimbursable (padlocks, totes etc.).
 - Toll bridge/road fees based on receipts, ferry receipts.
 - Labor fees for packing, loading/unloading goods within set allotments. Labor rates are subject to current OSP contract rates and vary per State and County location. Contact OSP for the maximum labor rates per location.
- ii. Direct hire of carrier. You may hire a commercial carrier directly (example: United, Mayflower, Allied, Starving Students). If you hire a commercial carrier then you will not be reimbursed for utilizing rental equipment. It's one or the other not both.
- iii. Packing material. You may purchase packing cartons and packing material. You may save money if you purchase used packing cartons from a commercial carrier.
- iv. Equipment rental. You may rent moving dollies or furniture pads (unless using a commercial carrier. Do not rent anything for a commercial carrier). Do not purchase dollies or pads as they become your personal property are not reimbursable items.
- v. Fuel. Fuel for the rental vehicle is allowed (receipts are preferred). Reimbursement for fuel costs are based on one direct transport from point of origin to destination as verified by fuel receipts. Mileage allowances for transporting a maximum of two personal owned vehicles (POV) will be based upon constructive highway mileage at the **rate** established by OFM. The distance claimed will be based on constructive highway mileage. (OSP can provide).
- vi. Insurance coverage. Up to a maximum of \$75,000 may be obtained. However reimbursement cannot exceed the amount the state would be liable for had OSP (option A) assigned the move. Transit insurance is not provided through the state contract on self-moves. The employee may secure and seek reimbursement for transit insurance on the household goods.

Below is a table of the states current insurance coverage amounts and rates the state pays under Option A State Assigned Moves.

Carrier Direct Interstate only	Amount up to	Valuation (replacement value)	Cost to agency
Household Goods	\$75,000	\$5.00 per pound per article	NONE
Carrier Direct Intrastate only	Amount up to	Valuation (replacement value)	Cost to agency
	Option 1	Basic value protection. Provides coverage at \$.60 per pound, per article, in case of loss or damage up to a maximum carrier liability of \$.60 times the weight of the shipment	NONE
	Option 2	Depreciated value protection. Provides full value coverage, less depreciation, up to a maximum carrier liability of \$2.00 times the weight of the total shipment. In case of loss or damage the carrier will either repair to the customer's satisfaction or reimburse the customer for replacement value less depreciation for the lost or damaged article.	\$0.89 per \$100 of weight value (\$2.00 times the weight of the shipment). Value stated in \$100.00 increments.
	Option 3	Replacement cost coverage with deductible	Not available under contract terms.
	Option 4	Replacement cost coverage, with no deductible. Provides full value replacement coverage for the customer and a maximum carrier liability up to the declared value or \$3.50 times the weight of the shipment, whichever is greater. In case of loss or damage the carrier will either repair or replace to the customer's satisfaction.	\$1.07 per \$100 of weight value (\$3.50 time the weight of the shipment). Value stated in \$100.00 increments.
Employee Provided All types of moves.		An employee, at their discretion, may utilize their personal household goods insurance policy coverage as applicable	No cost to state.
Carrier Direct International only	Type: Air transport	Replacement cost with depreciation value. Amount as listed on A33 form	Pass through cost. Under negotiation
	Type: Surface	Replacement cost with depreciation value. Amount as listed on A33 form	Pass through cost. Under negotiation

- vi. Reimbursement of self-move costs. Submit to your hiring agency directly, all pertinent data of the move. Move by rental equipment includes (but is not limited to) fuel receipts, purchased packing material, rented equipment receipts, invoicing for labor costs, and proof of payment. Move by hired a carrier documents include (but are not limited to) Bill of Lading, Inventory sheets, Accessorial charges, Certified weight scale tickets and proof of payment. If self-move costs exceed \$8,000 either you must submit three (3) bids.

6. Estimates.

(Applies to Option A and Option B). The estimate is **NOT BINDING** upon you or the carrier. Total charges are based on the actual weight and services rendered. The estimate is not a contract. It is the carrier's presentation of estimated cost per the site-visit. Once transportation has been performed, the carrier **must assess their charges based on actual weight and services performed**. A reasonable

estimate is within 15% percent of the actual weight (not cost). You are responsible for what items the carrier is instructed to transport. If the actual weight exceeds 15% of the estimated weight, the carrier upon request will review the file and provide a written report outlining the variables of excess. It may not necessarily change the cost, due to unforeseen services that do not impact the weight but have a direct impact on the cost. Payment in full to the carrier is still required based on the legal documentation provided that substantiates actual services rendered and actual weight transported.

Upon request, movers will provide estimates of moving costs (WAC 480-12-435). These estimates must be in writing and signed by the estimator. The written estimate provides valuable information in relation to the state's set allotments. It is possible that you may not receive a copy of the estimate prior to the relocation due to scheduling conflicts. Estimators are not provided at time of site-visit. The estimate accuracy depends upon cooperation between the shipper and the moving company. Show the mover everything to be moved and discuss all the services you want performed. Tell the estimator as much as possible about the destination site as you can.

The moving industry utilizes a standardized form in determining weight. Each item shipped is listed by cubic foot dimension. The total figure for cubic footage is converted to weight by estimating 7 pounds per cubic foot (works well on furniture but not on cartons containing books or hand tools).

If you obtain estimates directly, be advised that: "Guaranteed Not to Exceed" estimates are not recognized by the state. Also, estimates obtained directly may not reflect tariff rates or discount levels received by the state.

7. Total Weight of Shipment.

(Applies to both Option A and Option B). State regulations provide for payment of the carrier's charges based on the total weight of the shipment (includes the weight of packing material) not to exceed 15,000 pounds or lesser limit as imposed by your hiring agency. The weight used by the carrier for billing purposes and by the state in pro-rating to you, will be the actual weight of the shipment as shown on the weigh master's certificate of weight. The carrier equipment is weighed before and after loading your goods. You are responsible for the selection of items placed on the truck. If you are close to the set allotment, the following steps may help reduce the weight:

- Screen your possessions and eliminate all items you will not need at destination.
- Eliminate any heavy or bulky items of small value, which you plan to replace soon.
- Arrange to move some items by yourself, or pay to have them shipped at your expense by a less costly method of transportation. For example, airfreight, Package Express Service, or Freight Forwarding at 3rd class book rate may ship books properly packed. (This works if you have books & periodicals that need transported from your origin office to your new destination office).

8. Signing Documents.

(Applies to both Option A and Option B). You are asked to sign certain documents pertaining to your move. The three most important are the carrier's bill of lading, the inventory sheet and the accessorial charge sheet. Examine these documents carefully prior to signing. Include the date next to your signature. These documents substantiate the carrier's charges and are legally binding (they can pertain to possible charge-backs) on actual services provided.

9. Inventory.

Applies to both Option A and Option B

- a. Carrier's inventory at origin. For your protection, require the carrier make a complete inventory of possessions prior to loading on van. It is required that you (or a person you have designated) are on site while the carrier is packing/loading and or delivering your goods.

You must sign inventory sheets, and should determine that the notation reflects the true condition of your goods at the time of loading. Standard codes identify conditions. These codes are typically listed at the top of the inventory form. Retain a copy for your records. This will serve as a basis for any claims you may have for loss or damage.

- b. Importance of inventory at destination. Upon delivery at destination, inspect and compare each item to your copy of the "Inventory sheets". If you determine loss or damage, ask the driver to make a specific notation on the inventory or delivery receipt. If you discover any loss, immediately notify the carrier as it may still be on the truck or in the warehouse.

10. Attempted Pickup

(Applies to Option A and Option B). Compensation to the carrier for attempted pickup at residence (when failure to pickup is not the fault of carrier) will be charged back to the employee. Ensure you are at the point of pickup at the designated time or arrange to have a responsible party present to sign for tender of goods to the carrier for shipment.

11. Attempted Delivery.

(Applies to both Option A and Option B). Compensation to the carrier for attempted delivery to residence (when failure to deliver is not the fault of the carrier) will be charged back to the employee. It is your responsibility to be (or designate someone) to be at the residence to accept delivery of your goods. Drivers need only wait two (2) hours before placing goods into storage-in-transit. Transit times vary. It is impossible for carriers to set an exact date for delivery. However, they provide a window of delivery (approximate 2 - 12 day period) that is subject to weight and distance. The bill of lading indicates the window of delivery date. A direct shipment (with known origin and destination address locations and no SIT) assigned by OSP should be delivered within 9 days.

12. Disassembly and Reassemble.

(Applies to both Option A and Option B). Disassembling or reassembling of articles such as outdoor shelving, swing sets, dog kennels etc. that incur third party labor charges will be charged back to the employee. Disassembly of immediate need household goods items such as indoor shelving units, beds, tables, hutches will NOT be charged back to the employee when the move is performed within the set allotments.

13. Auxiliary / Shuttle Services.

(Applies to both Option A and Option B). A carrier utilizes an auxiliary/shuttle service when the driver determines that accessibility to the origin or destination location is hampered for a standard size moving van. The driver must safely operate the van and if they determine it is not possible, they will request a "shuttle service." A carrier will not request one if it is not necessary due to the impact of carriers schedule and the necessity for the carrier to place additional men on site to assist with a shuttle. A driver will not utilize auxiliary service unless he deems it necessary. Auxiliary service results in additional time and fees that may influence costs charged back to you if your hiring agency has imposed a monetary or weight limitation.

A standard moving van is approximately 64 feet long (tractor & trailer connected). You will want to ensure that where possible you have moved your cars from the driveway, unlocked appropriate outside gates etc to make your shipment as accessible as possible to the carriers van. The carrier at a point where the road haul vehicle may be safely operated. Additional fees are assessed for auxiliary services. The carrier (at the drivers discretion) will use or engage smaller equipment and/or provide extra labor for the purpose of transferring the shipment between the origin or destination address and the nearest point of approach by the carrier's road haul equipment. If you are aware of any of the above situations prior to your move, be sure to advise the carrier. Factors contributing to (but not limited to) for auxiliary/shuttle service are:

- Structure of the building, its inaccessibility by highway, inadequate or unsafe public or private road

- overhead obstructions, narrow gates
- sharp turns, trees, shrubbery
- the deterioration of roadway due to rain, flood, snow, or nature of an article or articles included in the shipment.

14. Damage/Loss, Insurance, Valuation of Shipment.

If you have a damage/loss claim we ask that you contact OSP immediately. You have 90 days to file a damage/loss claim. The 90-calendar day countdown begins the same day the carrier arrives at destination site and starts unloading the truck. The exception is if parts of your goods are placed into SIT. A countdown does not begin on the SIT goods until the day they deliver out.

- a. Maximum coverage. The amount of coverage provided is taken on the “estimated value of household goods” you indicated on the A33 form for International shipments and is based on weight of Interstate & Intrastate shipments. Employees moving in rental equipment, carriers they hired directly, or moving mobile homes; must obtain transit insurance directly. The state will reimburse for the cost of coverage up to \$75,000.
- b. Lost goods. If the item is lost (was not delivered with the shipment) make a notation of the fact on the “inventory sheet” before the carrier leaves the residence. Then contact the assigned carrier. This way the carrier can begin an immediate process to locate the misplaced/lost item. This effort will enhance the possibility of locating the item. If the lost item cannot be located then the claim process will begin.
- c. Damages. If an item has apparent damage make a notation of the fact on the “inventory sheet” before the carrier leaves the residence.
- d. Who’s providing the insurance? If the moving services are through Option A (state assigned) then the carrier provides insurance valuation coverage. If you have elected to do a self-move, then the insurance applied is through the means you obtained directly.
- e. Will I be charged for the insurance coverage? Your hiring agency, at their discretion, includes the cost of insurance as part of the set allotments assigned to the move.
- f. Coverage starts. Coverage of insurance is in force from the time the carrier takes custody of the property (carrier packing) until final destination, including SIT until HHG’s are delivered to destination (No insurance is provided or reimbursed for HHG’s placed in PERMANENT storage).
- g. Claims. If a “life” item (stove, refrigerator, bed etc.) is lost or damaged, you may contact the carrier by phone to expedite repair or replacement of the item. Once you receive a claim form, provide necessary information on the form itself (item description, description of damage, estimated value of item) and submit the form directly to the carrier as directed on the form. Do NOT repair or replace any item prior to being contacted by the carrier and advised to do so.
- h. Concealed Damage Concealed damage is where no external evidence is obvious. It is discovered when you open the package, on or after the ultimate delivery and the carrier receiving receipt indicates the goods were received in good order. When the claim is for alleged concealed loss/damage, the facts typically indicate that the carrier delivered the shipment in the same condition as received from the shipper. Your claim may be supported with the following documents:
 - Bill of Lading

- Standard Form damage/loss claim
 - Copies of correspondence with carrier concerning disposition of any damaged material (Inventory sheets).
- i. Exclusions from Concealed Loss/Damage. Major exclusions include loss or damage of money, notes or securities, jewelry, automobiles, bills, deeds, animals, boats, canoes, airplanes, farm machinery, live plants, wrinkled clothing or perishable food. Items of extraordinary value (items that have a value in excess of \$100.00 per pound) include (but are not limited to) oriental rugs, precious gems or stones, articles including silverware and service sets, crystal or figurines, fur garments, precious metals, rare collectible items or objects of art, computer software programs, manuscripts or other rare documents. Loss or damage occasioned by or resulting from inherent vice, ordinary wear and tear and or gradual deterioration, loss caused by warlike action, riots, nuclear reaction, or radioactive contamination.
- j. The insurance policy does not provide protection loss or damage of goods moved by U-drive, U-pack, private motor vehicle, train, ship or airplane (unless ship or airplane were used for International state assigned move).
- k. Structural damage. Any structural damage to origin or destination locations as a result of carrier negligence is to be reported directly to the carrier at the time they are on site.

15. **Arrival At New Residence.**

When you arrive at destination, notify the mover's local office promptly on how and where you can be contacted. If a local office is not available, contact OSP, Traffic Section.

When your household goods are delivered you or a representative selected by you must be present and must sign for receipt of the household goods. Written notation of any shortage or damage of specific items on the inventory sheet must be made at time of delivery. The driver or carrier representative must sign to acknowledge notations of shortages and damaged goods. If you sign the receipt of goods before the unpacking is completed, enter the following notation on the inventory sheet (the statement does not cover shortages or obvious changes, but will help if a formal claim is filed):

"IT IS UNDERSTOOD THAT NO WAIVER OF CLAIM DAMAGE IS MADE BY THIS SIGNATURE SINCE THE GOODS HAVE NOT BEEN UNPACKED OR INSPECTED AT THIS TIME."

16. **How Charges Are Pro-Rated.**

If the weight of your shipment exceeds the maximum allowed (15,000 pounds or lesser limit imposed by your hiring agency); you are required to reimburse your hiring agency all costs of the excess portion and any unauthorized services. Charges are pro-rated and on a state assigned move your pro-rated portion included the same discount provided to the state. The portion in excess includes (but is not limited to) packing containers, packing and unpacking labor, storage-in-transit and other services essential to the physical move of goods as a single unit to destination. Below is a hypothetical example of excess weight cost computation:

17,000 lb. (shipment weight) - 15,000 lb. (Authorized weight) = 2,000 lb.
2,000 lb. = .118
17,000 lb.

Transit 2,000 lb. @ \$42.00/CWT. =	\$ 840.00
Packing \$800.00 @ .118 =	94.40
Containers \$400.00 @ .118 =	47.20

Storage 2,000 lb. @ \$1.25/CWT. =	25.00
Warehouse handling 2,000 lb. @ \$2.25/CWT. =	45.00
Cartage from SIT 2,000 lb. @ \$5.30/CWT. =	<u>106.00</u>
Due from employee to hiring agency	\$1,157.60

17. Collection of Charges.

You will be notified by your hiring agency, of their proportionate share of cost and afforded an opportunity to make payment. A payroll deduction authorizing the employing agency to withhold the total amount of the employee's share of the cost of the move is to be executed before the move is secured. This is done by the completion of the A33 form. If payment is not received within thirty (30) days, the excess cost may be deducted from the employee's next salary payment(s) after withholdings of mandatory deductions (i.e. federal income tax withholdings, state medical aid contributions, mandatory state retirement contributions, court ordered payments etc.). The payroll deduction remains in force until the total amount of the employee's share of the cost has been recovered.

18. Professional Equipment (Office/Lab).

Shipments of personal employee professional equipment (laboratory items, offices), books or technical equipment needed for employee's work must be included as part of the household goods shipment and will be considered within the maximum weight allowance of 15,000 pounds (or lesser limit imposed by the hiring agency). If inclusion of these items causes the shipment to exceed the weight allotment, the excess will be charged back to the employee on a pro-rated basis. Some circumstances allow for transportation of Labs to be provided as a separate relocation of non-household goods, at the hiring agency's discretion.

19. Whom You Should Contact If In Doubt.

You are fully responsible for selecting which of your goods are to be placed in transit. Do you have questions? Call your hiring agency purchasing department. If they are not able to answer your questions call OSP traffic section.

20. Moving A Mobile Home.

The cost of moving a mobile home (trailer coaches) if it is your normal place of residence may be authorized. You may be authorized to engage the services of a commercial firm who specialized in transporting trailer coaches. The maximum allowable moving costs may not exceed the cost of moving 15,000 pounds of household goods between the same origin and destination points by common carrier. Estimates of cost for moving household goods may be obtained from a local moving company.

A licensed highway carrier must accomplish the towing. If you anticipate the cost of the move to exceed \$8,000 you must obtain three competitive bids for such service from licensed mobile home set-up and service companies. Allowable mobile home moving costs may include:

- The cost of having the mobile home moved by professional movers
- A combination of costs resulting from moving household goods by a common carrier and moving the mobile home by a professional mover
- Packing of contents of the mobile home and normal preparation of the mobile home for over-the-road movement including unblocking, blocking and leveling
- Hooking up your mobile home to existing sewer/power supplies (but not the cost of implementing sewer or power)

- Transit insurance. Since Transit insurance cannot be provided by the state for mobile home moves, the employee may secure and be reimbursed for the cost of transit insurance up to a maximum of \$75,000 coverage.

21. Taxable Benefits.

Allowable moving costs may include a mileage allowance for towing a trailer by personal automobile and is to be paid at the standard mileage rate. Consult IRS regulations regarding the taxation of these payments. For guidance, order the IRS Publication 521. Call 1-800-829-3676. Or visit them at their web site.

22. Moving Tips.

- a. Review Goods: Review your household goods, any items that do not warrant the cost of moving should be eliminated. Empty the freezer. Damage from perishable foods is the responsibility of the employee and is not reimbursable by the state.
- b. Driver Leaving Origin: It is your responsibility to ensure that all household goods to be moved have been packed. Double check the entire house and garage before the driver leaves.
- c. Signature Responsibility: You, or a designated person selected by you, must be present when the household goods are packed and inventoried. Before the inventory sheet is signed, ensure it is accurate. If you disagree with the description note so on the inventory sheet, initial & date your comment.
- d. Destination Information Provide the driver a destination address (if known). Let the driver know how to contact you should delivery be delayed or expedited en-route. Establish the “window of delivery” to meet the driver at destination. You (or your designated person) must sign for “receipt of goods” upon delivery by carrier at destination.
- f. Do Not Pack Flammable or combustibles. DO NOT PACK OR TRY TO MOVE THE FOLLOWING:

Ammunition	Cleaning fluids	Matches
Auto batteries	Household cleaners	Oxygen tanks
Bleach	Paints (oil base)	Perishable foods
Car cleaners	Flammable articles	Propane tanks
Chlorine granules/powder	Insecticides	Tarnish removers

23. Organizing Your Move.

Every relocation is unique. Moving to a new house is very demanding with boxes to pack rooms to clean, areas to check from attic to basement. A little organization goes a long way in easing the monumental task. The following check-off list may help:

- a. One Month Prior to the Moving Date
 - Decide what to keep, what to sell and what to give away. Hold a garage sale.
 - Collect and keep on hand important papers (documents for loan applications, insurance policies, etc.).
 - Contact the local Chamber of Commerce for information on shopping, dining, maps and other services in your new area.
- b. Two Weeks Prior to the Moving Date
 - Arrange for pet travel.
 - Locate pet vet records & keep them available for pet transport.
 - Advise utility companies of shut-off date and new address for billing.

c. Two Days Prior to the Moving Date

- Drain power tools of fuel if necessary.
- Mail books etc from the origin office to the destination office.
- Purchase travelers checks for funds while en-route.

d. One Day Prior to the Moving Date

- Arrange to spend the next night in a motel.
- Select items needed for immediate housekeeping, food preparation and personal use at your new home. Pack all in one box and label accordingly.

e. Moving Day

- Confirm arrival with moving company. Check destination address directions.
- Double check garage, patio, closets, drawers, shelves, etc., ensure they are empty prior to the carrier leaving.
- Contact the utility companies to have power and phone turned off after the moving van has left.
- Lock up and leave the house after the moving truck has departed.

f. Arrival at Destination

- Check circuit breakers or fuse box and all other utilities to be sure everything is on and working.
- Check belongings (furniture etc.) for damage immediately after arrival, preferably while movers are still there. Report any damage or missing items to driver and make a written notation on the inventory sheet (include your signature and date).

24. Rental Vehicle Tips (Self-move tips).

Reserve a rental vehicle two weeks prior to move. Confirm vehicle size/capacity with Rental Company. Verify additional rental costs (drop off charges, truck cleaning fees etc.) The state will not reimburse you for truck cleaning fees.

a. Estimated sizes:

Vehicle Size	Estimated weight of goods	Estimated # of rooms
cargo van	1,715 pounds, 245 cubic foot	2 rooms
12 foot truck	3,808 pounds, 544 cubic foot	3- 4 rooms
16 foot truck	5,950 pounds, 850 cubic foot	4 - 5 rooms
20 foot med. truck	6,496 pounds, 928 cubic foot	4 - 6 rooms
20 foot big truck	7,441 pounds, 1,063 cubic foot	7 rooms
24 foot truck	7,987 pounds, 1141 cubic foot	7 - 8 rooms
26 foot truck	10,766 pounds, 1,538 cubic foot	8 + rooms

- b. Remove legs on sofas, large chairs and dining tables. Place them in kitchen garbage can, so they are easily located and do not cause damage to goods during transit. Place all removed nuts, bolts and screws in individual zip lock bags with paper identifying which piece of furniture they came from. Then place all the zip lock bags into one container with lid (such as coffee can).
- c. Use shrink-wrap around material type furniture to protect from soil and moisture damages (Do not use on leather or wood).
- d. Electronic equipment, when possible pack in original cartons. Color-code wiring. Let equipment return to room temperature (24 hours) before turning on.
- e. Pack one box with coffee maker, pan, minimum dishes, dish towel, dish rag, bath towel, wash cloth, bar of soap, and scissors. Load it last, so it is the first unloaded for use while unpacking the remainder of the household goods.

GLOSSARY

Agency: Agency when referred to herein shall include state institutions, colleges, community colleges and universities, the offices of the elective state officers, the supreme court, the court of appeals, the administrative and other departments of state government, and the offices of all appointive officers of the state (excluding the legislature), political subdivisions and non-profit organizations with coop agreements.

Cartage: The term cartage, when used herein, means transportation of goods from storage-in- transit to final destination.

Certified Storage Warehouse: The holding of a shipment in the warehouse of the carrier or its agent for storage pending further transportation. The carrier takes possession/ownership of the goods until delivered. Storage in a mini-storage unit is not considered a certified storage warehouse.

Constructive Highway Mileage: The distance from origin to destination based from regulated WUTC and ICC mileage tariffs. This does not encompass point to point mileage but is set by metropolitan areas.

Drayage: Local hauling by commercial vehicle.

Employee: The person who is hired by a state agency (also referred to as a “shipper”).

Estimate: The non-binding foundation of possible costs that may be incurred for shipment of goods. Calculations include transferring cubic foot measurements into weight with appropriate tariff rates applied.

Interstate: Traffic crossing state lines in the course of transportation.

Intrastate: Traffic moving between points within one state and not leaving the state in the course of transportation.

Metropolitan Area: That area that falls within the city limits of a particular city or town and a 35-mile radius thereof.

Per Diem: The monetary allotment as set by OFM that may be reimbursed to cover relocation (lodging and subsistence) expenses. Per Diem is not authorized for family members.

Permanent Storage: Household goods that remain in SIT beyond 180 calendar days.

Secondary Shipment: The shipment of remaining or additional household goods that do not move in conjunction with and/or not transported at the time of the original shipment of household goods. HHG's located at two separate locations that are not within 35 miles of the origin or destination residence.

Shipper: When used herein, means the employee or client (owner of the goods).

Single Shipment: The transportation of all the employees' household goods from origin to destination at one time. This service can include extra pickup or delivery (within 35 miles of origin/destination) and SIT.

Storage-In-Transit (SIT): Is the holding of the shipment in the carrier's warehouse, for storage-in-transit not exceeding 180 calendar days, pending further transportation to final destination.

Stowage: The placing of goods into a container with proper protection for transportation and/or storage.

Transferred Employee: A person employed by an agency that has been authorized to relocate at the expense or partial expense of the agency.

Transit: The relocation of goods from origin to destination by a common carrier.

Vehicle: The term vehicle, when used herein, means any carriage or other contrivance capable of being used as a means of transportation on land.

Weigh Scale Tickets: The certified weigh scale tickets that are provided to determine the actual weight of you household goods being transported. The trucks are weighed prior to your goods being loaded and again after your goods have been placed on the truck.

State of Washington (Rev 6/1/2004) RELOCATION AUTHORIZATION A33 Form			Requisition Number
INSTRUCTIONS: Before completing, read the Moving Expense Regulations and Guide. Complete all appropriate sections of this form and sign. Your signature verifies you received and read the Moving Expense Regulations and Guide.			
Agency / Department:			DATE (you completed form)
Mark type of employee:	Transferred	New	Social Security Number:
Employee Name (person moving)		Phone Numbers H W email	Requested Pick Up Date (Exclude weekends)
Present/Origin Address		City/State/Zip	County (example: King)
Destination Address (if unknown list estimated city & state)		City/State/Zip	County (example: Pierce)
Packing Requested ____ Yes ____ No	Storage Requested ____ Yes ____ No	You will use your Home Owners Policy for Insurance coverage. Mark X is yes: _____	Estimated Value of HHG (International moves) \$
Insurance Options, Intrastate moves Mark your selection:	Option 1	Option 2	Option 4

Self Move Info:		
Rental Equipment or Direct Hire of Carrier (state one)	Estimated mileage	Estimated Cost
Mobile Home Only		
Make of Mobile Home	Size (single, double or triple wide)	

Employee Agreement (Cannot be altered or modified by employee)	
I acknowledge a receipt of a copy of the <u>23</u> pages Moving Expense Regulations and Guide . I authorize that costs which are in excess of those allowable costs, as set forth in OFM policy as detailed in the OSP moving expense regulations and approved by the Traffic Manager, Office of State Procurement, Department of General Administration be deducted from my next salary payment if I do not provide the state with payment for any portion of this household move which by regulation must be paid by the employee. I understand payment is due within thirty (30) days from date of notice.	
PAYROLL WITHHOLDING STATEMENT I, the undersigned employee do hereby authorize the state to deduct from my salary, my share of cost of the move in accordance with OFM Policy 60.10.50.	
New Employee Only: In the event I terminate or cause termination of my employment with the state within one (1) year of the date of employment, I agree to reimburse the state for all moving costs which have been paid and hereby authorize the state to withhold any sums due to me as a part or full payment of such costs in conformance with RCW 43.03.120.	
Signature of Employee	Date:
Authorized Agency Head	Date